Travel & Expense Management System
Steering Committee Minutes
November 29, 2005

Attendees:

Present: Angie Flahaut for Sharon Elias (L&I), Mark Johnson (WSDA), Jay Minton (DSHS), Denise Doty (DOC), Tom Parma (DIS), Sadie Hawkins (OFM), Bret Brodersen (OFM), Larry Johnson (OFM), Kent Andrus (OFM), Allen Schmidt (OFM), Glen Tapanila (OFM)

Absent: Jim Brittain (SAO), Connie Robins (DIS)

Deliverables – Conceptual Approach:

The OFM Team completed the Conceptual Approach and distributed them to the Steering Committee.

The Conceptual Approach is a thorough assessment of the Roadmap recommendations and their implications for TEMS. The Team also had several suggestions for the Roadmap Team and developed a TEMS conceptual design. The Team made five recommendations:

1. Considerations for TEMS logical design.
2. Continue TEMS Project.
3. Establish governance for the Roadmap recommendations
4. OFM Accounting review Roadmap recommendations for easy-to-implement policy changes.
5. Roadmap recommendation groupings & TEMS approach to each grouping.

Action Item: Glen will place the Conceptual Approach on the TEMS web site and send out a communication to the User Group and the Steering Committee.

Next Steps:

The TEMS Team is working on the Alternative Recommendation. They are assessing several vendors who are representative of the alternatives that involve a purchased product (commercial off-the shelf, application service provider, and enterprise resource planning). The assessment criteria include functional requirements, technical requirements, cost/benefit analysis, and Roadmap / enterprise / strategic considerations. The Team is scheduled to make the recommendation by March 17.

The OFM Roadmap Team will bring the TEMS Team's recommendation to the Roadmap Sponsors for discussion and guidance.

Next Meeting:

March 20, 1:30 – 3:00, Point Plaza 1st floor conference room. Please let Glen know if you cannot make this time.   We will try to accommodate as many members as possible.